

**INTERNATIONAL FORUM  
“ENGINEERING TECHNOLOGIES – 2012”  
Exhibitor's Manual**

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## 1. GENERAL INFORMATION

International Forum "Engineering Technologies - 2012" will take place from June 27 to July 1, 2012 in Zhukovsky, Moscow Region at Transport Exhibition Complex RUSSIA (TEC RUSSIA), Ramenskoye airfield.

Primary activities of the Forum include:

- **Business program** consisting of the plenary session, conferences and roundtables, including those with representatives of public authorities.
  
- **Exhibition Program**, which includes OBORONEXPO International Exhibition of Arms and Military Equipment with the following profiles:
  - *Rocket and Artillery Systems and Complexes. Fire arms. Airborne, naval, aerospace weapons and air defence means. High precision weapons and ammunition.*
  - *Armored vehicles, fighting standard-chasses vehicles and armament.*
  - *Unmanned multipurpose complexes. Optoelectronic reconnaissance and target designation means.*
  - *Training simulation means and training grounds special equipment.*
  - *Command, control, communication and reconnaissance means. Electronic warfare means. Information security. Weapons and military equipment life-cycle logistic support.*

and MASHPROMEXPO International Exhibition with the following profiles:

- *Aircraft and rotorcraft industry technologies.*
  - *Electronics. Radioelectronic technologies. Instrument engineering.*
  - *Green processes and bioengineering technologies.*
  - *Communication technologies, optical systems and complexes.*
  - *Innovation materials and technologies.*
  - *Power engineering industry. Gas-turbine engines.*
  - *Metalworking and metallurgy technologies in machine-building industry.*
  - *Auto industry and agricultural industry technologies.*
- **Demonstration program** arranged in a specially prepared live demonstration area / obstacle course where the newest product designs of mechanical engineering, including developments of the defense industry of Russia and other countries will be demonstrated to the Forum exhibitors and visitors.

The Forum Organizers are:

- The Ministry of Industry and Trade of the Russian Federation;
- The Federal Service for Military-Technical Cooperation;
- The Russian Technologies State Corporation.

The General Operator of the Forum is:

Transportation and Exhibition Complex RUSSIA JSC (TEC RUSSIA).

The Operator of the Forum is:

AVIASALON JSC

#### Participation forms and fees

Provisions are made for the following forms of participation in the "Engineering Technologies - 2012" International Forum:

- ***Participation in and/or admission to all events of the Forum as a delegate and/or a participant of the Forum***

#### ***Registration fee for 1 delegate is EUR 900, plus VAT***

The registration fee comprises:

- participation in official business events of the Forum, visiting the Plenary meeting, attendance and participation in roundtables, conferences granted by a single personal badge of category "Forum Delegate";
  - admittance to the exhibition and demonstration programs of the Forum;
  - participation in the full-dress reception, coffee breaks and stand-up buffets held at the Forum events;
  - Exhibitor's package including the catalogue, materials and documents;
  - one additional pass "Forum Exhibitor", which gives the right of admittance to and attendance at the Forum events, with the exception of the Plenary Meeting;
  - car coupon of category "Forum Exhibitor", which grants the right to pass to the Forum parking area.
- ***Participation in the Exhibition and Demonstration Programs of the Forum as an Exhibitor and/or Co-exhibitor***

#### ***Registration fee is EUR 250, plus VAT***

The registration fee comprises:

- Exhibitor's package including the catalogue, materials and documents.
- Participation in Forum free to enter events.
- Placement of the information entry about the organization taking part in the Exhibition into the Forum Exhibitors Catalogue.

## The Forum Exhibition Area Rent Price

Area Type	Price in EUR, (net of VAT)
<b>Exhibition area:</b>	
• Indoor raw exhibition space in a stationary hall (1 sq. m)	<b>200</b>
• Outdoor raw exhibition space including vehicle demo park (1 sq. m)	<b>60</b>
<b>Chalet:</b>	
• Chalet unit 80 sq. m	<b>15 000</b>
• Chalet unit 100 sq. m	<b>17 000</b>
<b>Live demonstration area (obstacle course):</b>	
• Live demonstration (1 hour)	<b>90</b>
• Live demonstration (4 hours)	<b>230</b>
• Live demonstration (8 hours)	<b>370</b>

- *Distant participation (without rent of exhibition space or live demonstration area).*

*Registration fee is EUR 250, plus VAT*

The registration fee comprises:

- Exhibitor's document package.
- Three "Business visitor" tickets
- Placement of the information entry about the organization taking part in the Exhibition into the Forum Exhibitors Catalogue.

Distant participation does not imply visiting the Forum events as the Forum Exhibitor.

**All services are subject to 18% VAT.**

## **2. GENERAL CONDITIONS OF PARTICIPATION**

### **2.1 Main Documents**

The basic documents which regulate participation in the Forum are:

- Pre – application form;
- General Conditions of Participation in the Forum;
- Contract with Annexes and Additional Agreements;
- Technical Guide.

To reserve in advance the Forum exhibition areas, chalet, live demonstration area (prior to receiving the official package of documents), an Exhibitor shall send an official letter addressed to the Forum administration.

A pre-application form and General Conditions of Participation in the Forum shall be sent to the Exhibitor wishing to rent an exhibition area.

Submitting the signed pre-application form the Exhibitor expresses his agreement to comply with the said General Conditions of Participation in the Forum as the legal basis for signing the Contract binding the rights and duties of General Conditions of Participation in the Forum. The pre-application form shall be submitted for consideration before the expiry of the date specified in it.

The date of the application acceptance by the Forum Administration is considered to be the date of its submitting.

**May 15, 2012** is the final date of submitting applications.

### **2.2 Registration**

The registration of the Forum Exhibitors is being carried out by the Forum Administration. After the receipt of the pre-application form (**with signature, stamp and date**), the Exhibitor will get an invoice for registration fee plus 25% of the sum for renting exhibition areas as a deposit confirming intention to sign the Contract and as a security of its fulfillment. The invoice shall be settled by the date specified therein.

Only upon the receipt the registration fee, deposit and the original application form the company will be registered as the Forum Exhibitor.

The Exhibitor shall use the online service for registration and filling electronic forms available at [www.forumtvm.ru](http://www.forumtvm.ru).

For urgent matters appeared in the process of preparation and operation of the Forum the Forum Administration and the Exhibitor may use E-mail and faxes for exchange of documents which will be legally operative till the originals are delivered.

The Contract original and all Additional Agreements to it shall be signed by the person entitled of the Exhibitor organization and stamped.

The Contract original and all Additional Agreements to it shall be delivered to the Forum Administration not later than by June 25, 2012. If the formalized documents are delivered after the date specified therein, the Forum Administration does not guarantee satisfaction of obligations in supplying ordered services to the Forum Exhibitor.

Once the Contract is fully paid, the Forum Administration shall satisfy all the obligations in full.

### **2.3. Forum Co-Exhibitors and Collective Stands**

An Exhibition stand is considered collective in case its total space exceeds 45 m<sup>2</sup> and the total number of exhibitors is 5 or more.

Co-exhibitors are organizations displaying their exhibits on the primary exhibitor's stand. A Co-exhibitor follows the same regulations as the primary Exhibitor and has the right to sign his own Contract independently (with the exception of the exhibition area renting conditions) and pay a registration fee.

An Exhibitor must submit a full co-exhibitors list and a layout of the Exhibition space with marked locations of co-exhibitor organizations and an Exhibition space special requirements list to the Administration by May 15, 2012. In case the co-exhibitor fails to fully pay an Exhibition space rental fee or refused to participate in the Exhibition, after June 01, 2012, payments must be made by the primary Exhibitor with the formalization of corresponding documents.

An Exhibitor registered as the primary Exhibitor is liable to the Exhibition Administration for co-Exhibitor payments and any damage caused by the co-Exhibitors. Each Primary Exhibitor shall pay a deposit for participation of a co-Exhibitor, provided the Contract has been signed with the Primary Exhibitor.

A national pavilion is a collective stand of companies representing a single country being a sole organizer. The national pavilion organizer functions as a primary Exhibitor and represents the said company's interests in space rental matters. National pavilions enjoy a priority in rental space distribution.

A co-Exhibitor (or a national pavilion Exhibitor) is free to independently submit information for the Forum Catalogue after the approval of the primary Exhibitor. Registration will be complete after the receipt of his registration fee. The primary exhibitor (or a national hall organizer) is responsible for any information in the Catalogue.

### **2.4. Exhibits**

Attention!!! Exhibits of military and civilian purpose that require respective permits will only be certified for display only upon the presentation of such permits.

According to the Russian law, all exhibits of foreign countries' Exhibitors representing military technologies are subject to licensing. The Forum Administration takes no charge for the licensing. In order to simplify customs procedures and on-time license receipt, foreign Exhibitors must file a list of all military purpose exhibits to the Forum Administration before March 27, 2012.

A local Exhibitor demonstrating military product samples on the Exhibition, after formalizing all the allowance documents, must, according to Government Enactment

№ 339, dated 02.06.2007, file the data on all the samples to the Administration before March 27, 2012 by filling up the respective form.

In case the exposition does not include any military purpose samples, the Exhibitor must fill up and sign an according liability that is included into a respective form.

The Exhibitor also must file an exhibit list in order to include them into an overall exhibit list that is approved by the General organizer in a prescribed order.

Any samples not registered in the given lists will not be permitted for display.

The required forms are presented in official site [www.forumtvm.ru](http://www.forumtvm.ru) .

## **2.5. Participation Fees and Payment Conditions**

The Forum Exhibitor rental fee of exhibition areas, chalet and live demonstration area includes:

- space rental;
- Exhibitor passes and business tickets (for invitation of specialists), the number being regulated by para 4 of the present Participation Conditions;
- vehicle passes, the number being regulated by para 4 of the present Conditions of Participation;
- social and fire security;
- medical personnel;
- general hall and open space security;
- general hall lighting;
- cleaning of the Forum territory and passages in the halls and open sites;
- services of duty and service personnel (supervisors, inspectors, electrician on duty, plumbers, etc.)
- air conditioning.

Services stated in the Exhibitor's manual are provided for an additional fee.

Surcharge for the number of exhibition space open sides and the number of stand floors is to be made basing on the following calculations:

- stand open from 2 sides – 10 % to the basic price, 3 sides – 15 %, 4 sides – 20 %, for the 2<sup>nd</sup> floor – 30 % of the rental price of total area of the second floor.

Services rendered by third parties on the basis of direct contracts assume no responsibility, guaranty or liability from the side of the Forum Administration.

The Exhibitor shall pay the invoice made out by the Operator including the registration fee and deposit (not less than 25% of the total rental space cost) before the date stated in the invoice.

If the Exhibitor refuses to participate in the Forum, the registration fee and the deposit shall not be returned.

If the application is received after May15, 2012 (provided free Exhibition spaces are available) an invoice is sent to the Exhibitor which includes the registration fee and a 100% advance payment for the rented Exhibition spaces, and it is to be paid before the date stated on the invoice.

All payments are subject to 18% VAT with the exception of special occasions (according to par.164 of the RF TC)

All payments are made:

- In Russian rubles;
- In euro via bank transfer (for non-residents of Russia)
- Payment for services and passes, ordered during the Forum operation, may be made by cash or credit card in the Forum Administrations (TEC Russia) cash desk located at the exhibition site.

Final payment for Exhibition participation is to be made by the Exhibitor before June 1, 2012, after mutual Contract signing according to the made out invoice.

The right to occupy the stand will be granted after all payment conditions have been satisfied. If an Exhibitor violates payment schedule the Forum Administration has the right unilateral denunciation of the Contract. In this case money transfers already made are not to be returned to the Exhibitor. If an Exhibitor violates obligations the Forum Administration has the right to retain the property of the Exhibitor following written notice. The retained property will be sent for storage to be paid by the Exhibitor.

In case the Exhibitor has failed to pay their participation within the prescribed period (by June 1, 2012) the Forum Administration does not guarantee rendering of requested services.

All claims pertaining to duly and timely prepaid services which failed to be rendered will be receivable by the Forum Administration only during the Exhibition opening days (from an authorized person, by written notice approved by the Forum Administration representative) during the drawing of the Acceptance Certificate of the performed works. The cost of the services can be returned to the Exhibitor in this case only. In other cases the claims will not be considered.

## **2.6. Discounts**

The Forum Administration offers to the Exhibitor the following discounts on rented raw exhibition space (with the exception of the chalet)

- 10% rental space discounts for 100% prepayment of the Contract by March 1, 2012;
- 20% rental space discounts for Russian institutes of higher education of military industrial profile;
- Collective stands space (national pavilions) is paid for in basic prices, without configuration price surcharges (open sides, with the exception of two-storey constructions).

## **2.7. Contract Denunciation**

**An Exhibitor may initiate the Contract Denunciation** submitting written notice of the Exhibitor which becomes effective upon its receiving by the Forum Administration. In this case the Contract value shall be returned to the Exhibitor net of the deposit and registration fee, provided the Forum Administration has been given notice after the

registration but not later than on June 01, 2012. After the said date the payments made by the Exhibitor shall not be returned. If a Co-Exhibitor refuses to take part in the Forum the fee for the Co-Exhibitor shall be paid by the Primary Exhibitor.

**The Forum Administration may initiate the Contract Denunciation** in the following cases:

- full payment has not been made up to June 1, 2012 pursuant to the Contract;
- an Exhibitor systematically violates security and order regulations;
- an Exhibitor violates ground-based demonstration/flight regulations;
- an Exhibitor fails to equip a rental space in due time i.e. 24 hours before the Forum opening and/or fails to occupy the equipped space within 24 hours after the Forum opening;
- An Exhibitor demonstrates exhibits not corresponding with the Forum subject without a preliminary agreement with the Forum Administration;
- An Exhibitor hands over a rented space to a third party, or exchanged stands with another Exhibitor free of charge or for a fee without a preliminary written agreement with the Forum Administration.

If the **Contract Denunciation** was initiated by the Forum Administration, payments made by the Exhibitor by that time will not be returned.

### **3. IMPORTANT DATES AND DEADLINES.**

Acceptance of on-site Forum participation application	by June 1, 2012
Acceptance of off-site Forum participation application	by June 7, 2012
Acceptance of exhibition participation application	by May 15, 2012
Submitting of information for the Catalogue	by June 1, 2012
Submitting of a list of military-purpose exhibits	by March 7, 2012
50% surcharge on price for some types of technical services according to the Technical Manual and technical service order forms coming into effect.	from April 15, 2012
100% surcharge on price for some types of technical services according to the Technical Manual and technical service order forms coming into effect.	from May 15, 2012
Deadline for applications for technical services according to the Forum Technical Manual	June 1, 2012
Deadline for ALL badge / pass categories order forms acceptance, including VIP	May 15, 2012
Submitting originals of all documents to the Forum Administration	June 25, 2012
Deadline for payment	June 1, 2012

## **4. BADGES, PASSES AND TICKETS VALID ON THE FORUM TERRITORY**

The following badge categories are valid on the Forum territory:

- Mounting/dismantling period badges / passes;
- Badges / passes for the period the Forum;
- Vehicle passes.

Term of validity is indicated at each badge or label.

Handing the pass over to a different person is strictly prohibited.

In case of application filing and changing after May 15, 2012 the price of all passes doubles and the Forum Administration does not guarantee timely granting of the passes to the Exhibitors.

### **4.1. Duty entrance badges for construction / dismantling**

The Exhibitor will be provided with special workers badges for the Exhibitor's representatives and for stand - building staff employed during construction and dismantling periods as well as with vehicle passes. These badges / passes are valid only for a period of performing these works and don't entitle to enter the exhibition grounds while the Forum is in progress. The procedure of ordering these badges / passes is described in the Exhibitor's Manual.

### **4.2. Badges for Exhibitors renting indoor and outdoor exhibition space, chalets and live demonstration area**

The Exhibition space fee covers a limited number of "Forum Exhibitor" badges and "Business tickets" for one-time specialist invitation. The given badges grant the right to visit the Exhibition and Demonstration programs during the days for specialists and business events, which do not require special accreditation.

"Forum Exhibitor" badges are granted per rented space:

- Indoor space – 3 badges per 15 m<sup>2</sup>, plus 1 badge per every surplus 10 m<sup>2</sup> of rented space;
- Outdoor space - 3 badges per 15 m<sup>2</sup>, plus 1 badge per every surplus 25 m<sup>2</sup> of rented space;
- Chalets: 100 m<sup>2</sup> unit – 10 badges, 80 m<sup>2</sup> unit – 8 badges;
- Live demonstration area – 2 badges per one vehicle.

"Business tickets" for one-time specialist invitation grant the right to pass to the Forum territory and visit exhibitions, vehicle demo parks and Demonstration programs. "Business tickets" are granted per rented space:

- Indoor space – 3 tickets per 15 m<sup>2</sup>, plus 1 ticket per every surplus 10 m<sup>2</sup> of rented space
- Outdoor space - 3 tickets per 15 m<sup>2</sup>, plus 1 ticket per every surplus 25 m<sup>2</sup> of rented space
- Chalets: 100m<sup>2</sup> unit – 30 tickets, 80 m<sup>2</sup> unit – 25 tickets

If necessary, additional number of "Forum Participant" badges and "Business tickets" for the invitation of specialists can be obtained for extra pay.

A "Business ticket" grants the right to pass to the Forum territory only on the date stated on the ticket. A "Business ticket" does not imply the right to visit Business program events.

#### **4.3. Badges for participants of the Forum Business Program.**

Upon registration, the Forum business program participant receives a personal badge of category "Forum Delegate" which grants the right to take part in official business events of the Forum, including visiting the Plenary meeting, roundtables, stand-up buffets, coffee breaks, exhibition and demonstration programs of the Forum

#### **4.4. Technical Service badges for personnel servicing the vehicle demo park and the live demonstration area**

A participant can receive a limited amount of "Service" badges agreed with the Forum Administration. "Service" badges are only granted to drives/operators/service personnel of the machinery arranged on vehicle demo parks and taking part in Demonstration programs.

#### **4.5. Vehicle passes**

The following vehicle passes are valid on the Forum territory:

- VIP;
- Forum Exhibitor;
- Chalet;
- Service.

Vehicle passes to the Forum territory are not granted to Exhibitors renting exhibition space in halls and open space.

If required, a participant can receive vehicle passes to the Forum territory for additional payment.

If the driver does not have a personal badge or ticket, he stays at the parking lot outside the Forum territory.

##### **"Chalet" category passes**

Exhibitors renting Chalet are granted "Chalet" category passes which allow to drive to the rented premises and to park at specially equipped parking lots located in the Chalet area.

The free "Chalet" category pass quotient is:

- Chalet unit 100 sq. m – 3 passes;
- Chalet unit 80 sq. m – 2 passes.

The vehicle driver is granted a "Service" badge.

## **“Service” category passes**

The Exhibitor can receive a “Service” category pass allowing to drive up to the exhibition halls during the period the Forum is held from 7.00 to 9.00 and from 18.00 to 19.00. The pass does not grant the right to park on the Forum territory.

A multi-pass can be purchased for the mounting/dismantling period. The given pass allows the bearer to drive unrestricted into the Forum territory and park during the working hours.

Order forms for all types of passes shall be submitted to the Forum Administration by **June 1, 2012**.

## **5. FORUM OFFICIAL CATALOGUE**

The official Catalogue will be published to the opening of the Forum. Each Exhibitor, who paid the registration fee, will get one copy of the Catalogue. The application forms which contain the information to be published should be delivered to Forum Administration by June 1, 2012. If the information to be published fails to be submitted by the specified date, the Forum Administration does not guarantee publishing of the information in the catalogue.

Each Exhibitor should provide the following information for publishing in the Catalogue: Company name (English and Russian lettering if available), post address, phone and fax number, E-mail, website, a brief story about the company’s activities (200 signs on each language including spaces and punctuation marks). Only accepted abbreviations are allowed. If informational entry exceeds the said limit, it should be paid additionally as well as logo, advertising pages and publication in special indexed part (as per the Exhibitors Manual)

## **6. VISA AND TRAVEL SUPPORT**

Upon request the Forum Administration will provide participants /exhibitors / business visitors with a Letter of Invitation valid for getting visa. All persons coming to the Forum should be indicated in the lists of personnel. The personal data must be submitted to the Forum administration not later than 1 month prior to the opening date to ensure that visa support is forwarded to the participant in time. Visa support is free of charge.

## **7. DIRECT SALES AND SOUVENIR SALES**

Direct sales at the Exhibitor’s stands are prohibited.

Sales are allowed only in special trade zone of the Forum in accordance with Russian legislation and Trade regulations of the Forum.